

INSTALLING THE S.C. LEGISLATIVE STAFF PORTAL

For Personal Computers utilizing Internet Explorer, Mozilla Firefox or Google Chrome

Legislative Services Agency

The New Legislative Staff Portal

Legislative Services Agency (LSA) has improved the Legislative Staff Portal to provide enhanced capability while working away from the legislative complex. The new Legislative Staff Portal provides secure access to applications and files needed to work from any internet-enabled location utilizing a computer or mobile device.

New software called **Citrix Receiver Web Interface** must be installed on the computer or mobile device to use the new Legislative Staff Portal.

Citrix Receiver Web Interface software will work effectively with the following browsers:

- Internet Explorer 10, 9, 8, 7 (X86)
- Safari 5, 4
- Firefox

PLEASE NOTE: **Citrix Receiver Web Interface** software does not work effectively with Google Chrome. Google Chrome users may experience problems accessing the **Citrix Receiver Web Interface**. LSA staff is researching possible resolutions to these problems.

Installation utilizing a personal computer:

1. Access the S.C. Legislature webpage (www.scstatehouse.gov).
2. Click the **Staff Portal** link.



To request assistance, call the Legislative Service Desk at **803-212-4420**. 8:30 am - 5:00 pm, M-F

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3. The *Staff Portal Citrix Receiver Web Interface* screen will be displayed.
You must log-in on this dialogue box.



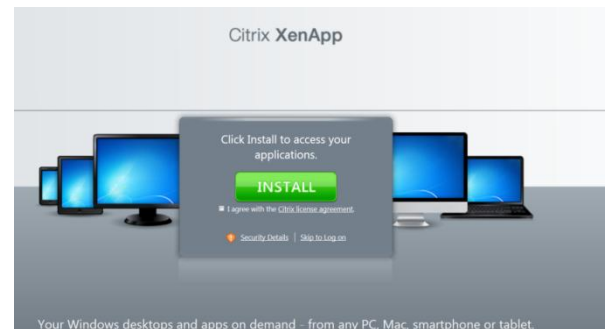
The image shows a login dialog box titled "Welcome". It contains a small icon of a building on the left. The text says "Please log on to continue." Below this are two input fields: "User name:" with the text "JaneDoe" and "Password:" with a masked password "*****". To the right of the password field is a red arrow pointing to it. Below the input fields is a "Log On" button. At the bottom, there is a "Log On" button. Below the button, there is a security notice: "For security purposes, when you finish working with this site do one of the following: 1) Click the Logoff button to log off from the site. 2) Close all browser windows (including applications in other windows). This site is intended for authorized users only. If you experience access problems contact the [site administrator](#)."

4. Type your **LSA Network username** (no spaces)

5. Type **LSA Network password**.
(Your password is case-sensitive).

6. Click the  button.

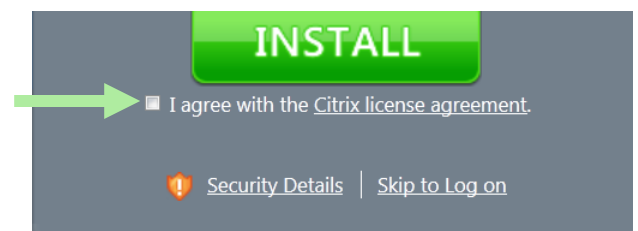
The **Citrix XenApp** screen will appear.



5. Click the **checkbox** (beneath **INSTALL**) to agree to the software license agreement.

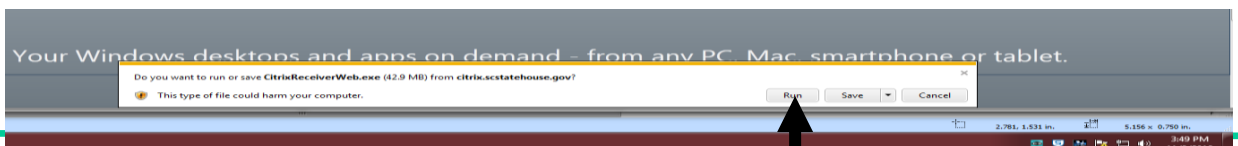
6. Click the  button.

7. Run the program



a. **Internet Explorer:**

A display prompt will appear (near the bottom of your screen).
Click **Run** - at the prompt.



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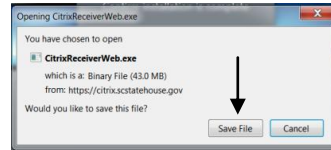
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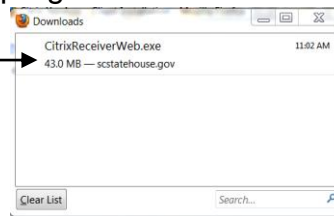
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b. Mozilla Firefox:

A display prompt will appear.
Click **Save File**.

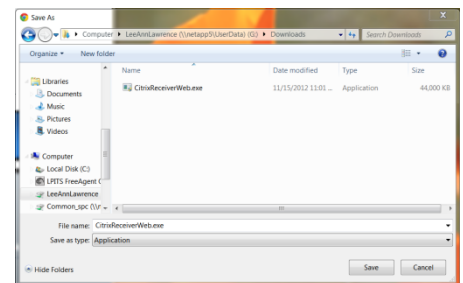


Double-click the file to run the program.

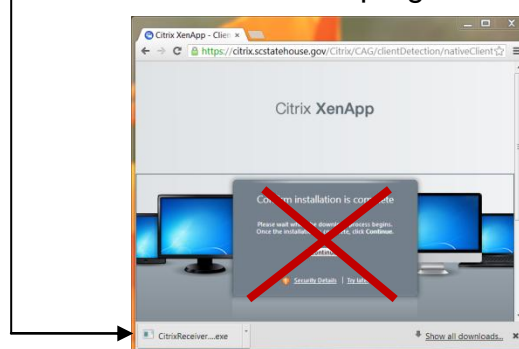


c. Google Chrome:

The Save As window will appear. Ensure the file is saving to the desired area.
Click **Save**.

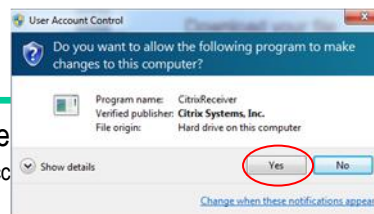


Double-click the file to run the program.



Do NOT click Continue

8. For Windows Vista and 7 computers, click **Yes** on the *User Account Control* dialogue box confirming that you will allow CitrixReceiver to make changes to your computer.



To request assistance, call the Legislative Services Agency at 1-800-735-7353 or visit the website at www.legis.state.sc.us.
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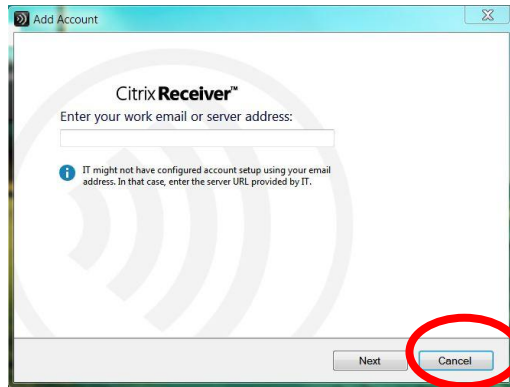
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The “**Welcome to Citrix Receiver Setup**” pop-up box will appear.

9. Click the  button.

Please wait (approximately 3 to 5 minutes) while the software installation progresses.

*If the following appears, click **Cancel**. At the prompt "Are you sure you want to Exit Citrix Receiver Setup", click **Yes**.*



10. When the software installation is complete, the new **S.C. Legislative Staff Portal** will be presented displaying your assigned apps.



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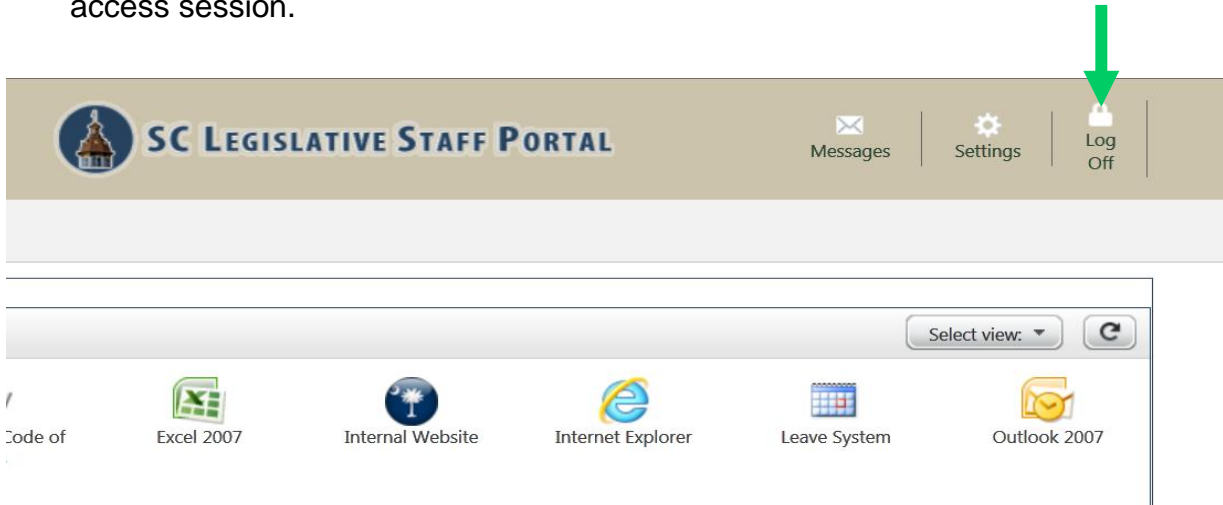
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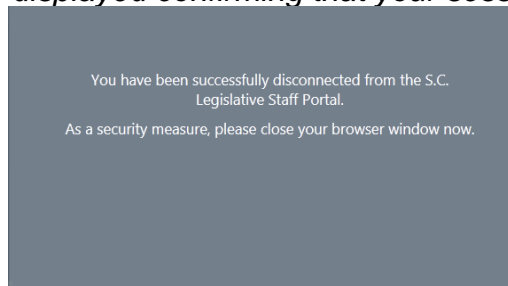
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Disconnecting from the **Legislative Staff Portal (LSP)**

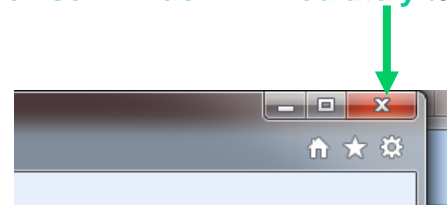
1. Click **Log Off** (*upper right corner of the LSP*) when you've completed your remote access session.



A confirmation window will be displayed confirming that your session has been disconnected.



2. LSA strongly advises that you **Close your Internet browser window immediately** to complete the log-off process.



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Reconnecting to the Legislative Staff Portal

1. Click the **Staff Portal** link on the SC Legislature webpage (www.scstatehouse.gov).



2. Type your **Legislative Network username** and **password** on the “Welcome to the S.C. Legislative Staff Portal” log-in box.
Remember - your password is case-sensitive.

A screenshot of the login interface for the S.C. Legislative Staff Portal. It features a "Welcome" heading and the instruction "Please log on to continue." Below this is a login form with fields for "User name:" (containing "JaneDoe") and "Password:" (masked with dots). A "Log On" button is positioned to the right of the password field. Red arrows point to both the username and password fields. Below the login form, there is a section with security instructions and a link to the site administrator.

3. Click the  button.

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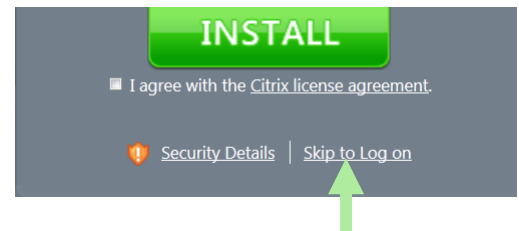
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Bypass the Install screen for future log-ins (if needed)

Although Citrix has been installed some browsers, such as Mozilla Firefox, may display the Install prompt at future log ins. If the Install prompt appears, perform the steps below.

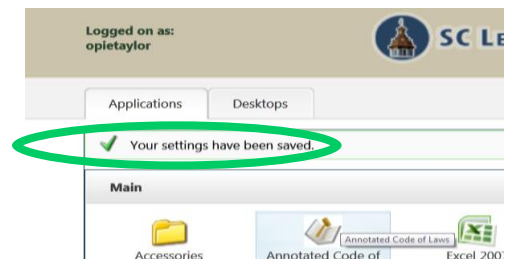
1. Log into the Legislative Staff Portal.
2. At the Install prompt, click **Skip to Log-on**
3. Click the **Messages** icon.



4. Click the [Click here to confirm you have a client](#) link



5. The Staff Portal will confirm that your settings are saved.



At the next log on attempt, the **Citrix installation prompt will be bypassed.**

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